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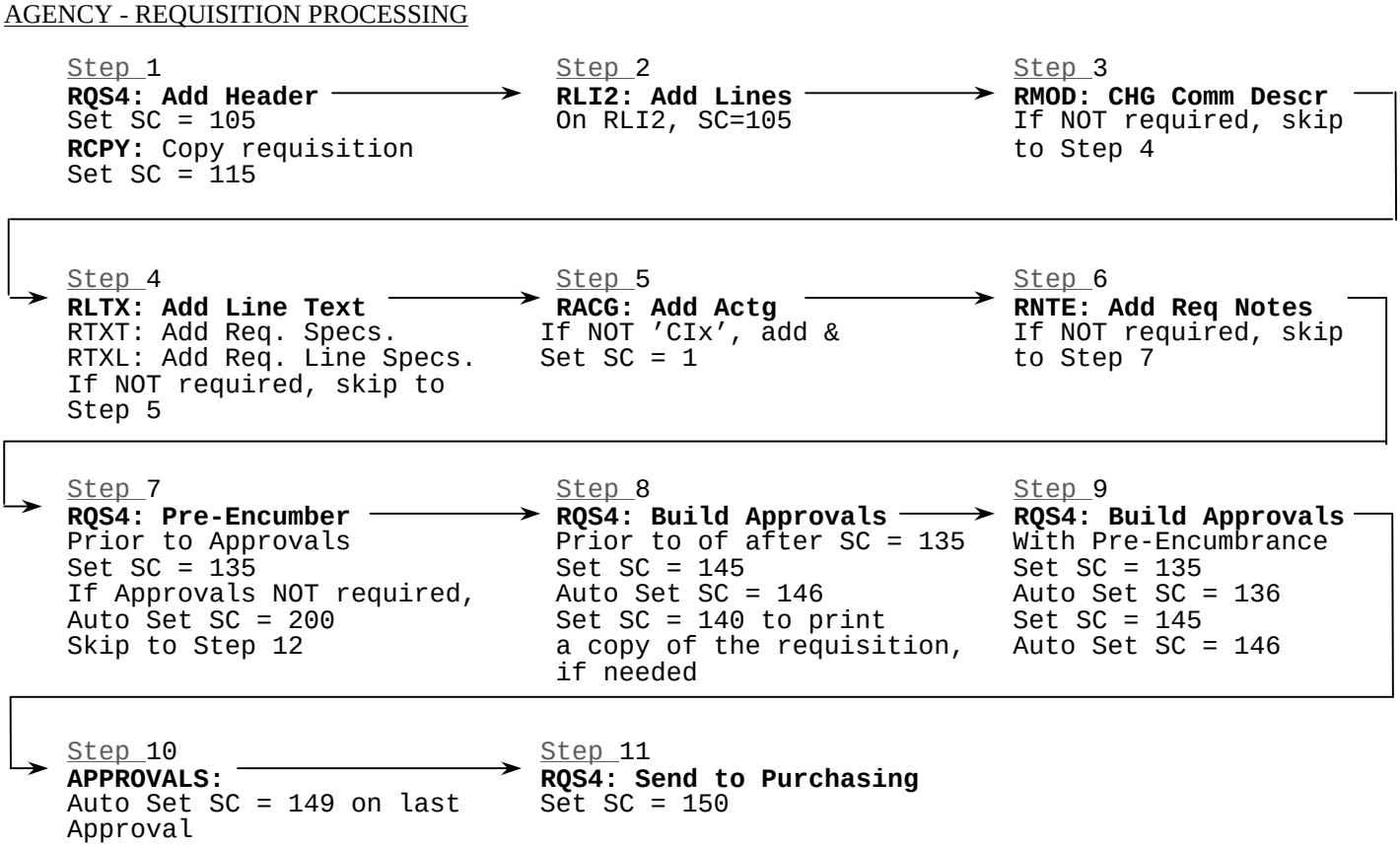
INTRODUCTION

The enclosed sets of processing flows are designed to assist the Buying staff in using the Advanced Government Purchasing System (AGPS) to produce procurement documents and related reports. These AGPS procedures are not intended to discuss or present purchasing statutes, policies, rules or regulations.

TABLE 1

GENERAL AGPS PROCESSING

REQUISITION PROCESSING



NARRATIVE

STEP	DESCRIPTION
AGENCY - REQUISITION PROCESSING	
1.	In this step the user will ADD the requisition header document with use of **RQS4** (See Section 6, Chapter 2 - Add/Change Requisition Records). Once added, if status is not **105**, the user will CHANGE the status to **105** for further processing. A requisition may also be added with use of **RCPY** (See Section 6, Chapter 2 - Copying a Requisition Document). If a requisition is copied, user may skip to step 6.
2.	In this step the user will ADD requisition lines with use of **RLI2** (single line) or **RLIM** (multiple lines) (See Section 6, Chapter 2 - Add/Change Requisition Lines). When a line is added with RLI2, status defaults to 105.
3.	In this step the user may change the commodity description with use of **RMOD** (See Section 6, Chapter 2 - Add/Change Requisition Lines). If not required, skip to step 4.
4.	In this step the user may enter requisition specifications using a text reference number that is valid in the TEXT database and make any changes to the text without changing the text in the TEXT database. The user may also create their own text reference number (as long as it is not valid in the TEXT database) and create their own specifications (See Section 6, Chapter 2 - Attach Requisition Specifications). Specifications from old requisitions may be copied to the new requisition by means of the RTXL screen. In step 4 also, the user may enter requisition line text by use of **RLTX** if required (See Section 6, Chapter 2 - Add/Change Requisition Lines). If not required, skip to step 5.
5.	In this step the user will ADD requisition accounting distribution document(s) with use of **RACG** for pre-encumbrance of the requisition (See Section 6, Chapter 2 - Add/Change Requisition Accounting Distribution Records). This step is not required for CIx or EQP requisition document type(s). This step is also not required if the agency does not report to the central financial system. Once document is added, the user will CHANGE the status to **1** for continued processing.
6.	In this step the user may enter requisition notes text by use of **RNTE** if required (See Section 6, Chapter 2 - Add/Change Requisition Records). If not required, skip to step 7.
7.	In this step the user may pre-encumber the requisition prior to approval build by use of **RQS4**. The user will set the status code to **135 (See Section 6, Chapter 2 - Pre-Encumber Requisitions)**. If no approvals are required, the requisition will be pre-encumbered and status set to 200. If approvals are required, present in PHLD, the requisition will be pre-encumbered and status set to 136.

8. In this step the user will initiate build of approvals or cause approvals in PHLD to be moved to PAPV for approval processing by use of **RQS4** (See Section 6, Chapter 2 - Add/Change Requisition Approval Records). The user will set requisition status to **145**. If approvals are built and/or moved to PAPV, status will be automatically set to 146. If no approvals are built or moved, status will automatically be set to 149. The user may print a hard copy of the requisition at any during the process.

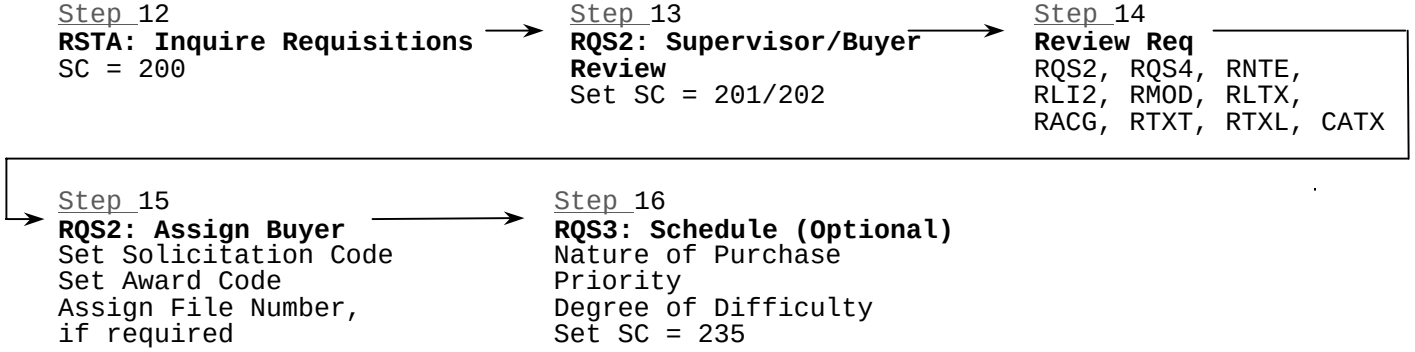
9. In this step the user will pre-encumber the requisition with possible approvals in PHLD by use of **RQS4**. The user will change the status code to 135 **(See Section 6, Chapter 2 - Pre-Encumber Requisitions)**. If approvals are required, present in PHLD, the requisition will be pre-encumbered and status set to 136.

10. In this step the user will process any required approvals in the PAPV Table (See Section 6, Chapter 2 - Add/Change Requisition Approval Records). Upon processing (approval) of the last PAPV record for that requisition, status will be set to 149 automatically.

11. In this step the user will send the requisition to purchasing. This is done by changing the requisition status to 150 (See Section 6, Chapter 2 - Processing Requisitions to Purchasing). If no approvals are required, status will automatically be set to 200 if requisition is other than a contract release. A copy of the requisition will print on-line for the Purchasing Agency. If the requisition is a contract release, then status will be set to 275. If approvals are still required, status will be set to 146.

PURCHASING - REQUISITION PROCESSING

SUPERVISOR REVIEW



NARRATIVE

STEP DESCRIPTION

PURCHASING - REQUISITION PROCESSING

Supervisor/Buyer Review

12. In this step purchasing will inquire the requisition database by status to determine those requisitions ready for processing by purchasing (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation). The user will inquire requisitions at status code 200.

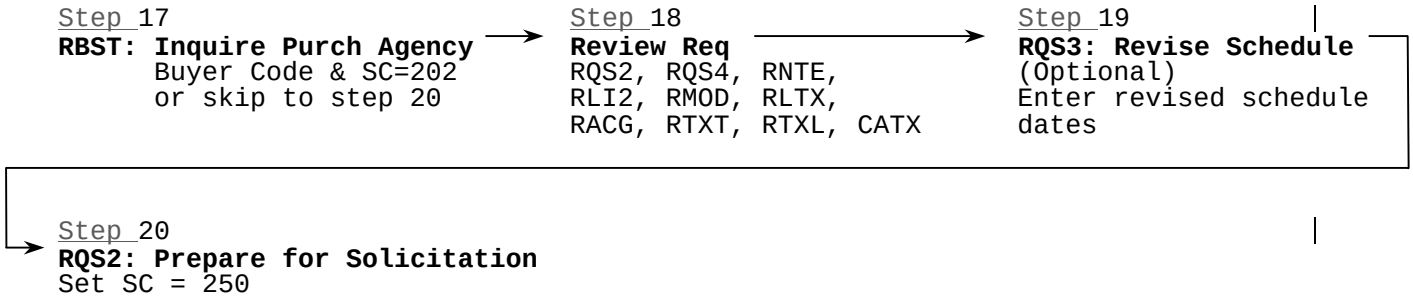
13. In this step the user will set the requisition status to 201 to indicate it is in supervisor review, or 202 to indicate it is buyer review (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation).

14. In this step the supervisor/buyer reviews the requisition record(s) to determine completeness and accuracy of data (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation). Screens used may be RQS2, RQS4, RNTE, RLI2, RMOD, RLTX, RTXT, RTXL, CATX and RACG.

15. In this step the buyer responsible for purchase is assigned/re-assigned if necessary, and the award and solicitation codes are set for processing (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation). The State Purchasing supervisor or buyer will assign the file number (See Section 6, Chapter 2 - Adding a State Purchasing File Number).

16. In this step the user may schedule the requisition for processing, if required (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation). To schedule the requisition the user will enter the nature of purchase, priority, degree of difficulty, and set the status to 235. Upon pressing RETURN/ENTER, the requisition will be scheduled.

BUYER REVIEW

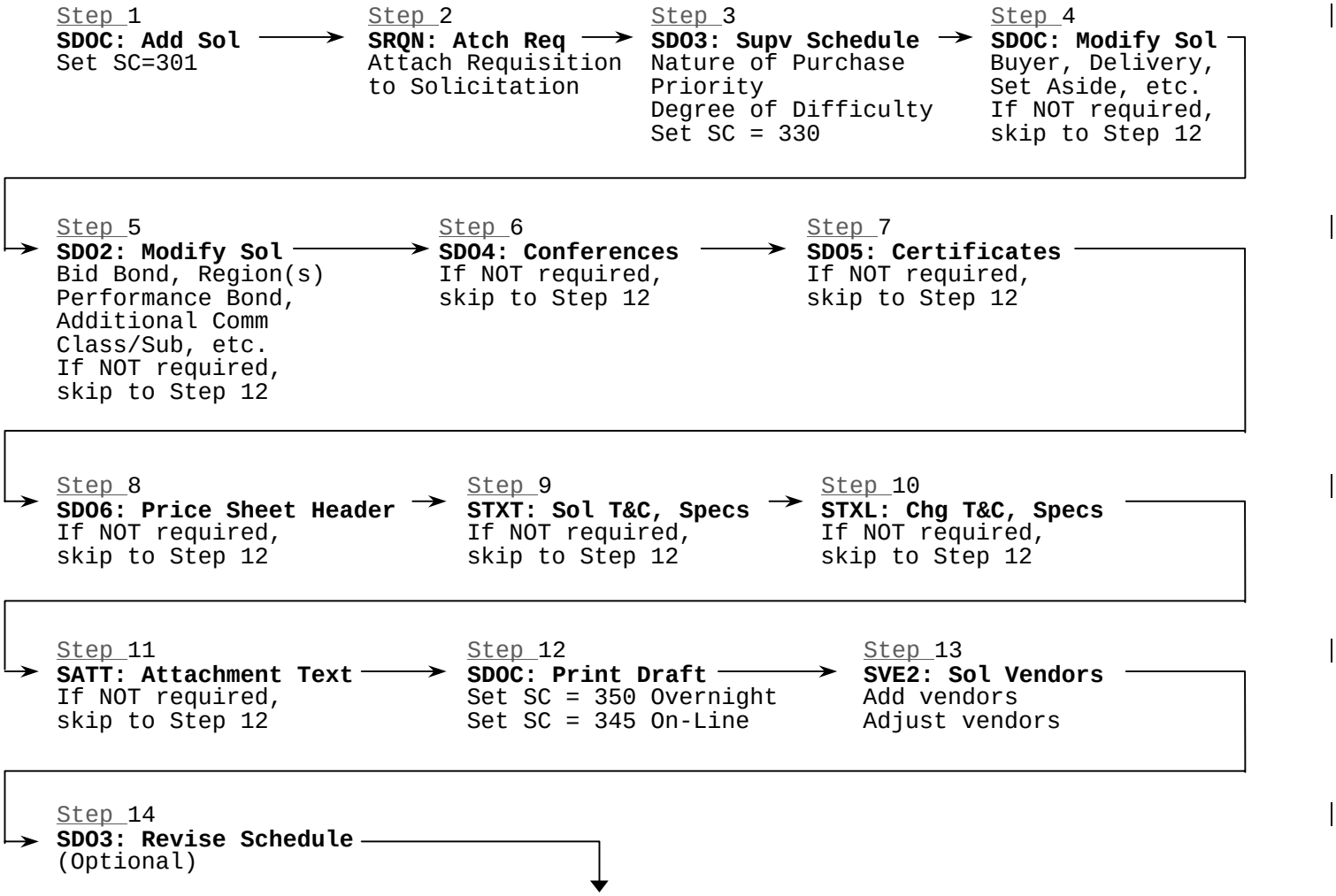


NARRATIVE

STEP	DESCRIPTION
	PURCHASING - REQUISITION PROCESSING
	Buyer Review
17.	In this step the buyer will inquire requisitions ready for buyer processing by use of RBST. Inquiry will be performed by entry of purchase agency, buyer code, and status of 202 (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation). Upon pressing RETURN/ENTER a listing will be displayed based on the entered keys. If the buyer did the initial review of the requisition, skip to step 19.
18.	In the step the buyer will review the requisition for completeness and accuracy (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation). Screens used may be RQS2, RQS4, RNTE, RLI2, RMOD, RLTX, RTXT, RTXL, CATX and RACG.
19.	In this step, if the requisition has been scheduled, the buyer may revise the schedule based on information available and workload if necessary (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation).
20.	In this step the buyer will prepare the requisition for attaching to a solicitation. This is accomplished by setting the requisition status to 250 and pressing RETURN/ENTER (See Section 6, Chapter 2 - Preparing Requisitions for Solicitation).

SOLICITATION PROCESSING

PURCHASING - SOLICITATION PREPARATION



NARRATIVE

STEP	DESCRIPTION

PURCHASING - SOLICITATION PREPARATION

1. In this step the user will add the solicitation header record, using **SDOC**, in preparation to attaching the requisition(s) (See Section 7, Chapter 2 - Add/Change Solicitation Record). After adding the record the user will set the status to **301**.

2. In this step the user will attach the requisition(s) to the solicitation by performing an ADD of the **SRQN** record (See Section 7, Chapter 2 - Attach/Un-Attach Requisition Record(s)). The user may indicate by use of a sequence number the order in which requisitions are to be attached to the solicitation. Requisition and solicitation status will automatically be set to 303 to indicate that requisition(s) is attached.

3. In this step the supervisor (user) may schedule the solicitation by use of **SDO3** if required (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). This is accomplished by entering the **nature of purchase, priority, degree of difficulty,** and setting the status code to **330**. The user will then press RETURN/ENTER and the solicitation will be scheduled.

4. In this step the user may modify the solicitation by changing the buyer, delivery, etc. with **SDOC** CHANGE (C) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). If not required, skip to step 12.

5. In this step the user may modify the solicitation by changing the bid bond and/or performance bond information by use of **SDO2** and the CHANGE (C) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). The user may also indicate additional region code(s) or additional commodity class/sub-class(es) for use in the automatic bid list build process by use of **SDO2**. If not required, skip to step 12.

6. In this step the user may identify any required conferences by use of **SD04** and the CHANGE (C) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). If not required, skip to step 12.

7. In this step the user may identify any required certificates by use of **SD05** and the CHANGE (C) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). If not required, skip to step 12.

8. In this step the user may modify the price sheet header formats by use of **SD06** and the CHANGE (C) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). If not required, skip to step 12.

9. In this step the user may attach Special Terms and Conditions or Specifications by use of **STXT** and the ADD Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). The user

may also identify the text that is to print on the resulting contract or order by setting the Print indicator to **Y**. If not required, skip to step 12.

10. In this step the user may modify Special Terms and Conditions or Specifications by use of **STXL** and the CHANGE (C or CHG) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). If not required, skip to step 12.

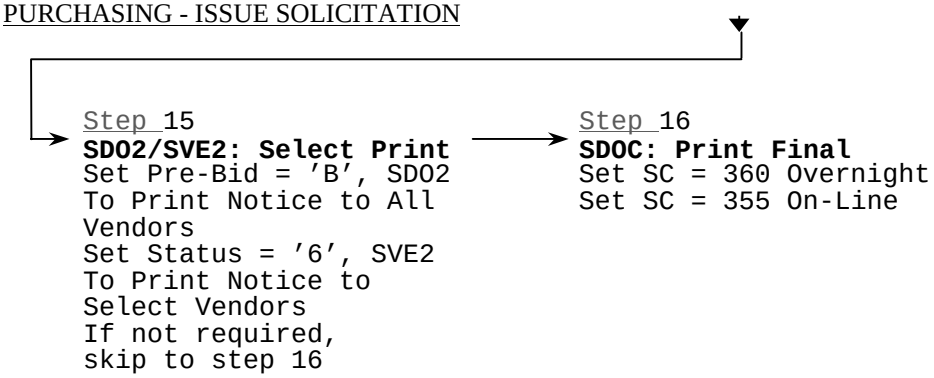
11. In this step the user may prepare Attachment Text by use of **SATT** and the CHANGE (C or CHG) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing). If not required, skip to step 12.

12. In this step the user may print a draft of the solicitation (See Section 7, Chapter 2 - Print/Issue Solicitations). This is accomplished by use of **SDOC** and the CHANGE (C) Function. The user will set the solicitation status to **350** to print the draft solicitation overnight, and **345** to print the draft solicitation on-line, and press RETURN/ENTER. See Note below.

13. In this step the user may add-on solicitation vendor record(s) as required with use of **SVE2** and the ADD Function (See Section 7, Chapter 2 - Create/Change Solicitation Bidder List). After ADD, the user, using the CHANGE (C) Function, will change the record status to **1**.

14. In this step the user may revise the solicitation schedule as required with use of **SDO3** and the CHANGE (C) Function (See Section 7, Chapter 2 - Prepare Solicitation for Mailing).

NOTE: A draft bidder's list can only be generated during a nightly. Therefore, on-line print of a draft solicitation will not produce a draft bidder's list. If user wishes to review the bidder's list before printing a final solicitation, a draft solicitation should be done with status **350** in order to produce the draft bid list.



NARRATIVE

STEP	DESCRIPTION

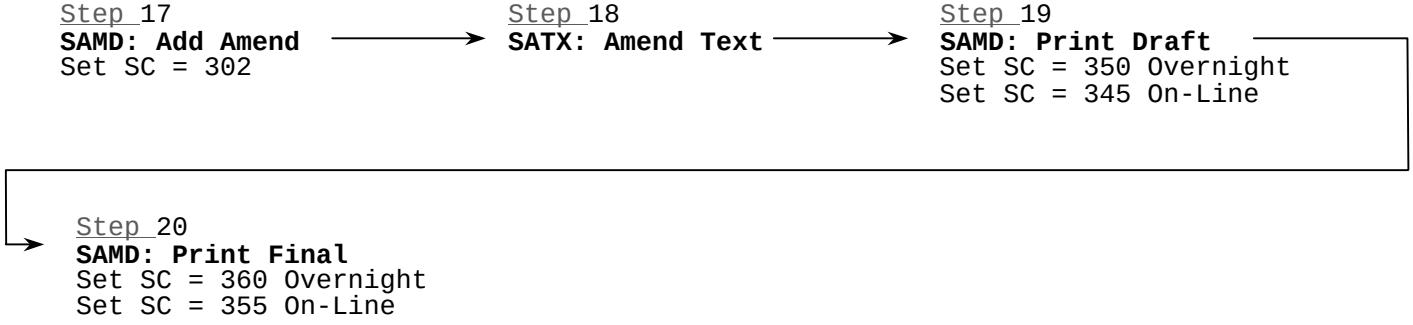
PURCHASING - ISSUE SOLICITATION

15. In this step the State Purchasing user will indicate whether to print a "Notice to Bidders" (See Section 7, Chapter 2 - Notice to Bidders). This is accomplished by use of **SDO2** or **SVE2** and the CHANGE (C) Function. The user will set the Pre-Bid Indicator to '**B**' on **SDO2** and press RETURN/ENTER to print a Notice to all active vendors on the bid list. For add-on vendors, the user will set the Status Code to '**6**' on **SVE2** and press RETURN/ENTER to print a Notice to a particular vendor. If not required, skip to step 16.

16. In this step the user will print a final of the solicitation (See Section 7, Chapter 2 - Print/Issue Solicitations). This is accomplished by use of **SDOC** and the CHANGE (C) Function. The user will set the solicitation status to **360** to print the final solicitation overnight, and **355** to print the final solicitation on-line, and press RETURN/ENTER. See Note below.

NOTE: A bidder's list can only be generated during a nightly. Therefore, on-line print of a final solicitation will not produce a bidder's list, and therefore would only print a solicitation to add-on vendors. If user wishes to print the final solicitation on-line, a draft solicitation should be done with status **350** in order to produce the bid list, and then the status could be set to **355** to print the final solicitation on-line.

PURCHASING - AMEND SOLICITATION



NARRATIVE

STEP	DESCRIPTION

PURCHASING - AMEND SOLICITATION

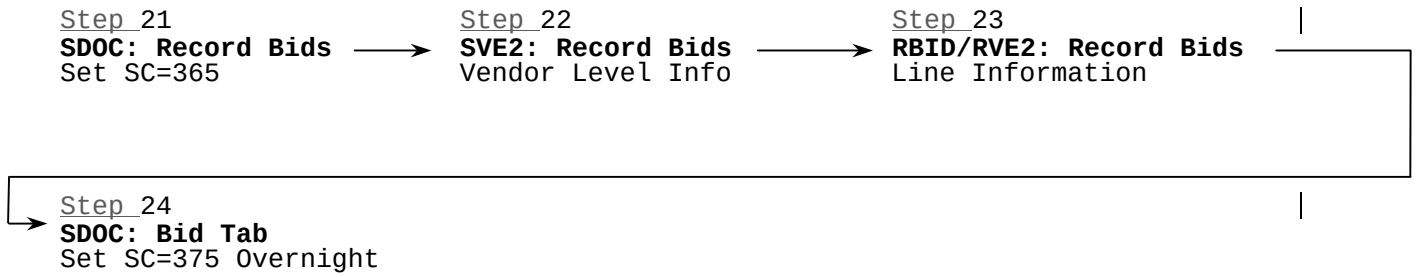
17. In this step the user may add the solicitation amendment header record with use of SAMD and the ADD Function (See Section 7, Chapter 2 - Amending Solicitations). After add of the record the user will set the status code to **302** by use of the CHANGE (C) Function.

18. In this step the user may prepare Amendment Text by use of **SATX** and the CHANGE (C or CHG) Function (See Section 7, Chapter 2 - Amending Solicitations).

19. In this step the user will print a draft of the solicitation amendment (See Section 7, Chapter 2 - Amending Solicitations). This is accomplished by use of **SDOC** and the CHANGE (C) Function. The user will set the solicitation status to **350** or **345** and press RETURN/ENTER.

20. In this step the user will print a final of the solicitation amendment (See Section 7, Chapter 2 - Amending Solicitations). This is accomplished by use of **SDOC** and the CHANGE (C) Function. The user will set the solicitation status to **360** or **355** and press RETURN/ENTER.

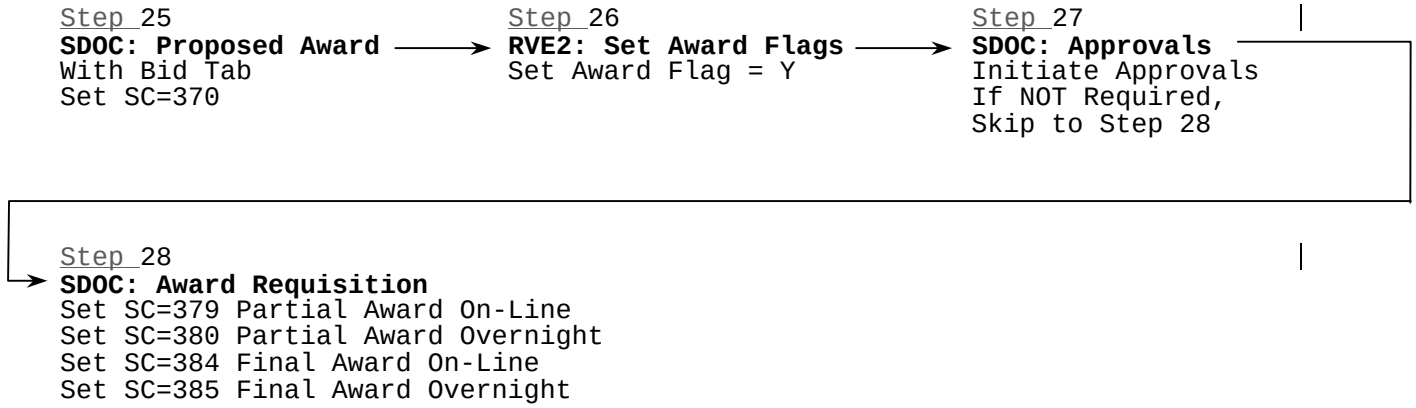
PURCHASING - RECORD BIDS



NARRATIVE

STEP	DESCRIPTION
	PURCHASING - RECORD BIDS
21.	In this step the user will prepare the solicitation for recording of bids by setting the status to **365** and use of **SDOC** and the CHANGE (C) Function (See Section 7, Chapter 2 - Recording/Maintaining Bids).
22.	In this step the user will record solicitation vendor response data with use of **SVE2/SVE3** and the CHANGE (C) Function (See Section 7, Chapter 2 - Recording/Maintaining Bids).
23.	In this step the user will record bids with use of **RVE2/RBID** and the ADD Function (See Section 7, Chapter 2 - Record/Maintain Bids).
24.	In this step the user will process a bid tabulation with use of **SDOC** and the CHANGE (C) Function (See Section 7, Chapter 2 - Processing bid Tabulation). The user will set the solicitation status to **375**.

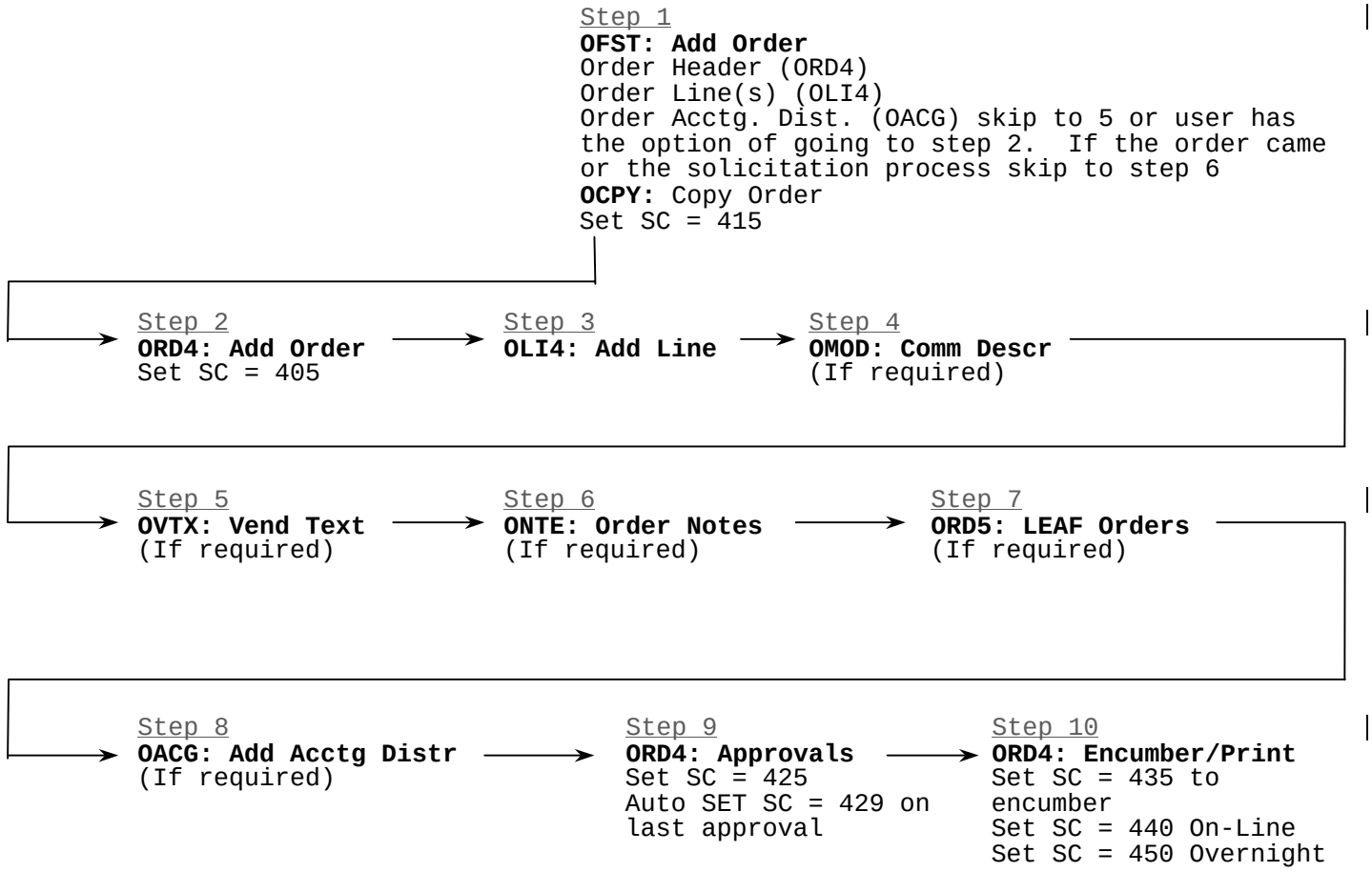
PURCHASING - AWARD PROCESSING



NARRATIVE

STEP	DESCRIPTION
PURCHASING - AWARD PROCESSING	
25.	In this step the use may process a solicitation for proposed award with use of **SDOC** and the CHANGE (C) Function (See Section 7, Chapter 2 - Awarding Solicitations). The user will set the solicitation status to **370**.
26.	In this step the user will set award flags, if not set, with use of **RVE2** and the CHANGE (C) Function (See Section 7, Chapter 2 - Awarding Solicitations). The user will set the award flag to **Y**.
27.	In this step the user will gain approval for the award of the solicitation (if necessary) with the use of **SDOC** and the CHANGE (C) Function (See Section 7, Chapter 2 - Awarding Solicitations). When changing solicitation status to Award, the user will initiate required approvals, if any.
28.	In this step the user will award the solicitation with the use of **SDOC** and the CHANGE (C) Function (See Section 7, Chapter 2 - Awarding Solicitations). The user will change solicitation status to: 379 Partial Award On-Line 380 Partial Award Overnight 384 Final Award On-Line 385 Final Award Overnight

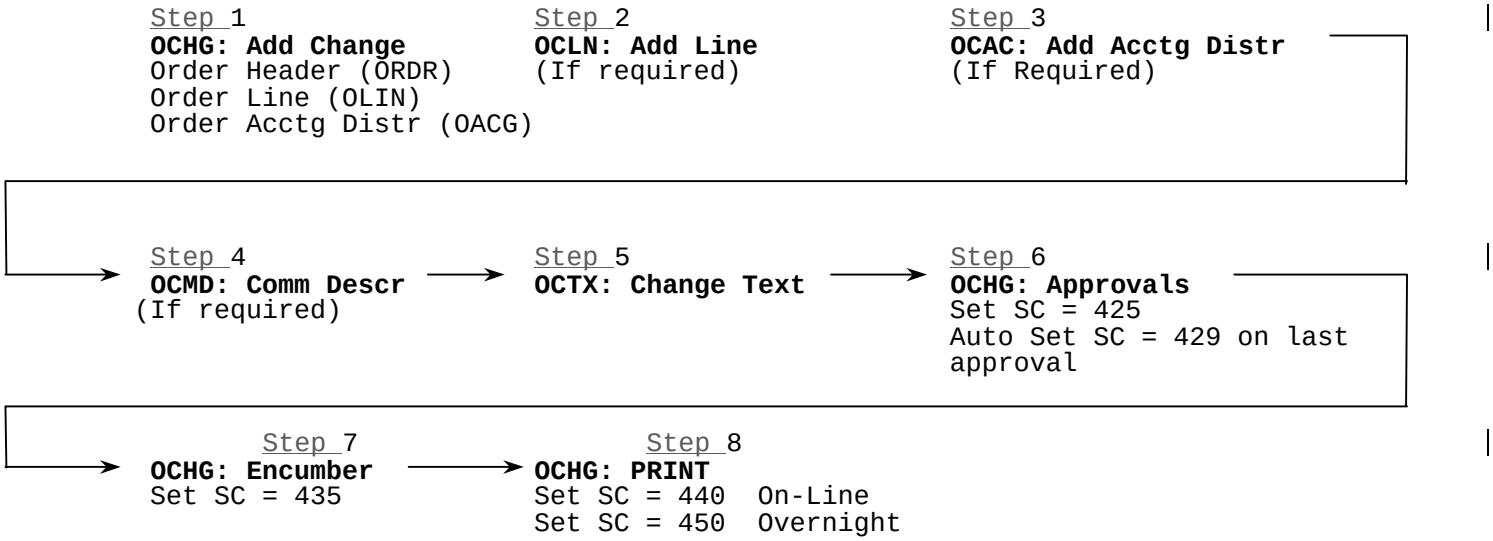
PURCHASING - ORDER PROCESSING



NARRATIVE

STEP	DESCRIPTION
PURCHASING - ORDER PROCESSING	
1.	In this step the user will add an order document complete with the header (ORDR), the order line (OLIN), and the order accounting distribution (OACG) with a single screen, Fast Order Entry (**OFST**) and the ADD Function (See Section 8, Chapter 2 - Add/Change Order Records). The order status will default to 405, the order line status to 405, and the accounting distribution line status to 1. This screen must be used for all contract release order document types. An order may also be added with use of **OCPY** (See Section 8, Chapter 2 - Copying an Order Document). If an order is copied, user may skip to step 5.
2.	In this step the user will add an order document complete with the header (ORDR) with use of ORD4 and the ADD Function (See Section 8, Chapter 2 - Add/Change Order Records). The order status will default to 405. To be used for open market orders (Cannot be used for Contract Release Orders).
3.	In this step the user will add the order line record with use of OLI4 and the ADD Function (See Section 8, Chapter 2 - Add/Change Order Line Records).
4.	In this step the user may change the order line commodity description with use of OMOD/OMO2 and the CHANGE (C or CHG) Function (See Section 8, Chapter 2 - Add/Change Order Line Records).
5.	In this step the user may enter and maintain Order Vendor Text, if required, with the use of OVTX and the CHANGE (C or CHG) Function (See Section 8, Chapter 2 - Add/Change Order Line Records).
6.	In this step the user may enter and maintain Order Notes Text, if required, with the use of ONTE and the CHANGE (C or CHG) Function (See Section 8, Chapter 2 - Add/Change Order Records).
7.	In this step the user will enter and maintain LEAF records if required, with the use of ORD5 and the CHANGE (C or CHG) Function. (See Section 8, Chapter 2 - Processing Orders to be Financed). If not required, skip to step 9.
8.	In this step the user will add accounting distribution, if required, with the use of OACG and the ADD Function (not required if order came from requisition/solicitation). (See Section 8, Chapter 2 - Add/Change Order Accounting Distribution Record).
9.	In this step the user will process any required approvals built as a result of the above processing with the use of PAPV and the CHANGE (C) Function (See Section 8, Chapter 2 - Add/Change Order Approval Records).
10.	In this step the user will encumber the order in accounting with the use of OFST/ORD4, the CHANGE (C) Function, and status code 435 (See Section 8, Chapter 2 - Encumber Orders). After the encumbrance is successful the user will print the order with OFST/ORD4, the CHANGE (C) Function, and status code 440 (on-line) or 450 (overnight). (See Section 8, Chapter 2 - Print Orders).

PURCHASING - CHANGE ORDER PROCESSING

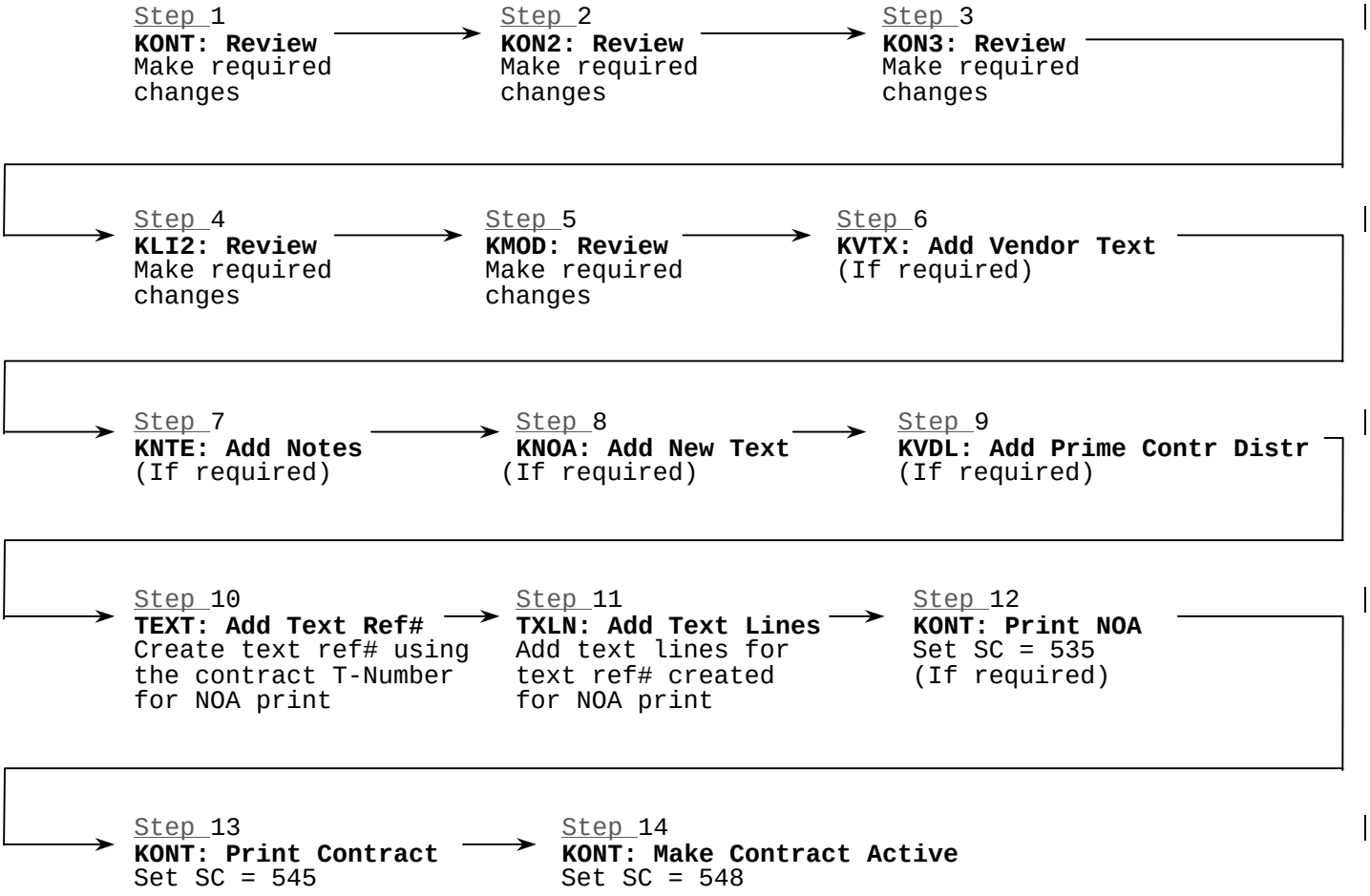


NARRATIVE

STEP	DESCRIPTION
PURCHASING - CHANGE ORDER PROCESSING	
1.	In this step the user will ADD the Order Change Order Header Record with the use of OCHG and the ADD Function (See Section 9, Chapter 2 - Add/Change Order Change Records). Status will default to 401 on ADD.
2.	In this step the user will add an order change line, if required (not required for CNX entire order cancellation), with the use OCLN and the ADD Function (See Section 8, Chapter 2 - Add/Change Order Change Line Records). Status defaults to 405 on add. If processing an existing OLIN record, using the CHANGE (C) Function, affect change to the record by changing the ordered quantity to the corrected quantity.
3.	In this step the user will add order change accounting distribution, if required (not required for CNX or CNL cancellation changes), with the use of OCAC and the ADD Function (See Section 8, Chapter 2 - Add/Change Order Change Accounting Distribution Records).
4.	In this step the user will modify or maintain the order change line commodity description, if required, with the use of OCMD and the CHANGE (C or CHG) Function (See Section 8, Chapter 2 - Add/Change Order Change Line Records).
5.	In this step the user will enter order change text describing the change with the use of OCTX and the CHANGE (C or CHG) Function (See Section 8, Chapter 2 - Add/Change Order Change Records). The first five lines are entered and maintainable for the OCHG screen.
6.	In this step the user will process order change approvals built as a result of the above processing with the use of PAPV and the CHANGE (C) Function (See Section 8, Chapter 2 - Add/Change Order Change Approval Records).
7.	In this step the user will encumber the order change with use of OCHG, the CHANGE (C) Function, and status code 435 (See Section 8, Chapter 2 - Encumber Order Changes).
8.	In this step the user will print the order change with use of OCHG, the CHANGE (C) Function, and status code 440 (on-line) or 450 (overnight) (See Section 8, Chapter 2 - Print Order Changes).

CONTRACT PROCESSING

CONTRACT PROCESSING CREATED BY THE AWARD PROCESS



NARRATIVE

STEP DESCRIPTION

CONTRACT PROCESSING CREATED BY THE AWARD PROCESS

1. In this step the user will review the contract header with KONT and make any changes if required with the CHANGE (C or CHG) Function. (See Section 11, Chapter 2 - Maintain Contract Header Records).

2. In this step the user will review the contract header with KON2 and make any changes if required with the CHANGE (C or CHG) Function. (See Section 11, Chapter 2 - Maintain Contract Header Records).

3. In this step the user will review the contract header with KON3 and make any changes if required with the CHANGE (C or CHG) Function. (See Section 11, Chapter 2 - Add/Change Contract Lines).

4. In this step the user will review the contract commodity line records with KLI2 and make any changes if required with the CHANGE (C or CHG) Function. (See Section 11, Chapter 2 - Add/Change Contract Lines).

5. In this step the user will review the contract line commodity description with KMOD and make any changes if required with the CHANGE (C or CHG) Function. (See Section 11, Chapter 2 - Add/Change Contract Lines).

6. In this step the user may enter contract vendor text, if required, with KVTX and the ADD Function (See Section 11 Chapter 2 - Maintain Contract Header Records).

7. In this step the user may enter contract notes, as required, with KNTE and the ADD Function (See Section 11, Chapter 2 - Maintain Contract Header Records).

8. In this step the user may enter and maintain contract notice of award text, for issuance of Notice Of Award Of Annual Contract print, with KNOA and the ADD Function (See Section 11, Chapter 2 - Contract Notice of Award Processing).

9. In this step the user may add prime contract distributor vendor(s) with KVDL if required with the CHANGE (C or CHG) Function. (See Section 11, Chapter 2 - Maintain Contract Header Records).

10. In this step the user enters a Text Reference Number with TEXT and the ADD Function using the T-Number as the Text Reference Number if required. (See Section 5, Chapter 2 - Add/Change Text Header).

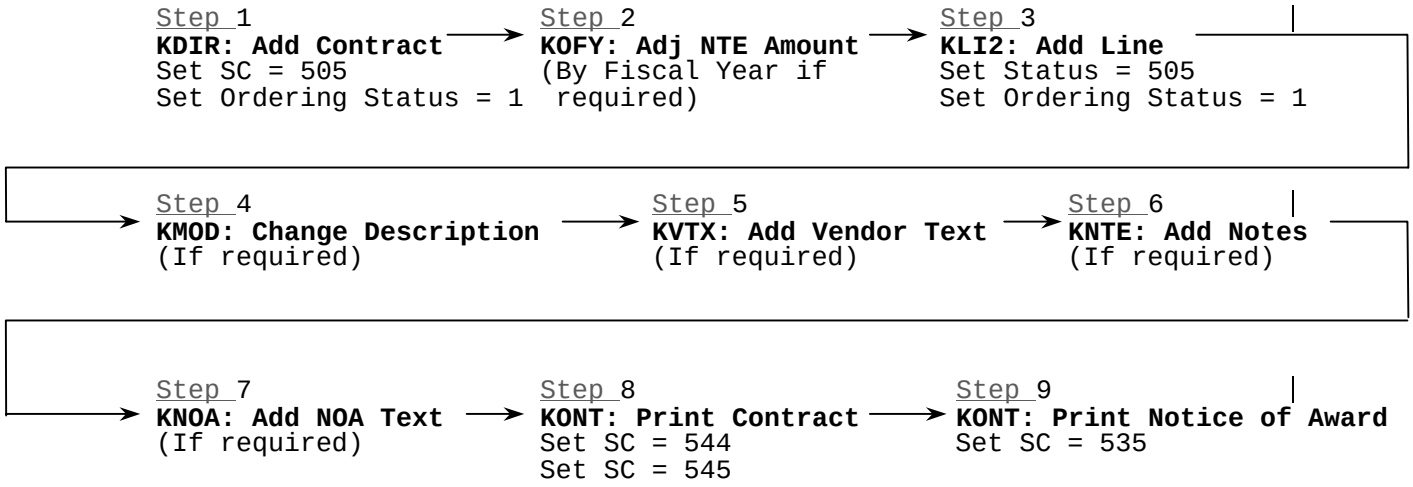
11. In this step the user may add text lines with TXLN and the CHANGE (C or CHG) Function for the Text Reference Number created in step 10. This text will print on the contract Notice of Award (See Section 5, Chapter 2 - Add/Change Text Lines).

12. This step is optional, based on local policy. In this step the user would issue a notice of award with revised pricing by printing the notice of award with KONT and the CHANGE (C) Function, and status code 535 (See Section 11, Chapter 2 - Contract Notice Of Award Processing).

13. In this step the user may print the contract with KONT and the CHANGE (C) Function, and status code 545 (See Section 11, Chapter 2 - Contract Print).

14. In this step the user may activate contract with KONT and the CHANGE (C) Function, and status code 548. (See Section 11, Chapter 2 - Contract Notice of Award Processing).

THIRD PARTY CONTRACT PROCESSING



NARRATIVE

STEP DESCRIPTION

THIRD PARTY CONTRACT PROCESSING

1. In this step the user will add the contract header record (KONT) with KDIR and the ADD Function (See Section 20, Chapter 2 - Maintain Contract Header Records). Contract status will default to **505** and ordering status to **2** on add.

2. In this step the user will add the contract fiscal year not to exceed amount(s) with KOFY and the Add Function (See Section 20, Chapter 2 - Maintain Contract Header Records).

3. In this step the use will add all required contract commodity line records with KLI2 and the ADD Function (See Section 11, Chapter 2 - Add/Change Contract Lines). Contract commodity line status will default to **505** and order status to **1** on ADD.

4. In this step the user may modify the contract line commodity description with KMOD and the CHANGE (C or CHG) Function (See Section 11, Chapter 2 - Add/Change Contract Lines).

5. In this step the user may enter contract vendor text, if required, with KVTX and the ADD Function (See Section 11, Chapter 2 - Maintain Contract Header Records).

6. In this step the user may enter contract notes, as required, with KNTE and the ADD Function (See Section 11, Chapter 2 - Maintain contract Header Records).

7. In this step the user may enter and maintain contract notice of award text, for issuance of Notice Of Award Of Annual Contract print, with KNOA and the ADD Function (See Section 11, Chapter 2 - Contract Notice of Award Processing).

8. In this step the user may print the contract with KONT and the CHANGE (C) Function, and status code 545 (See Section 11, Chapter 2 - Contract Print).

9. In this step the user may print the contract notice of award with KONT and the CHANGE (C) Function, and status code 535 (See Section 11, Chapter 2 - Contract Notice of Award Processing).

ADD CONTRACT LINES TO EXISTING CONTRACT

NARRATIVE

STEP DESCRIPTION

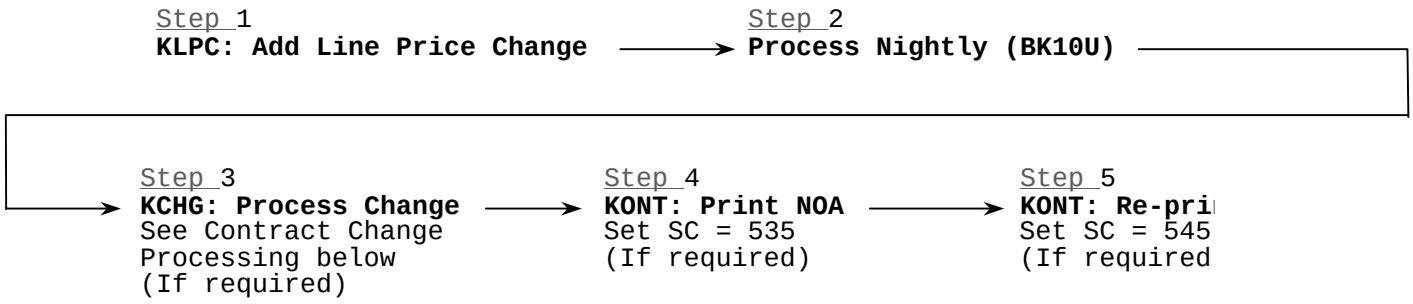
ADD CONTRACT LINES TO EXISTING CONTRACT

1. In this step the use may add all required additional contract commodity line records with KLI2 and the ADD Function (See Section 11, Chapter 2 - Add/Change Contract Lines). Contract commodity line status will default to **505** and order status to **1** on ADD. Set status code to 502 if KMOD is required.

2. In this step the user may modify the contract line commodity description with KMOD and the CHANGE (C or CHG) Function (See Section 11, Chapter 2 - Add/Change Contract Lines).

3. In this step the user may enter contract vendor text, if required, with KVTX and the Add Function (See Section 11, Chapter 2 - Add/Change Contract Lines).

ADJUST INDIVIDUAL CONTRACT LINE PRICING



NARRATIVE

STEP DESCRIPTION

ADJUST INDIVIDUAL CONTRACT LINE PRICING

1. In this step the user will add the contract line price change record with KLPC and the ADD Function (See Section 11, Chapter 2 - Add/Change Contract Lines).

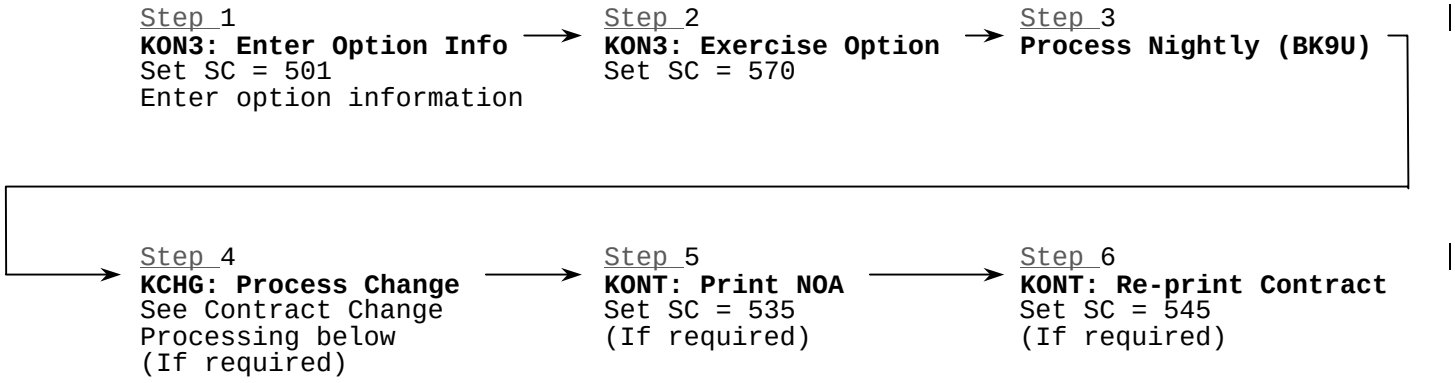
2. This is a nightly batch process and requires no intervention by the user.

3. This step is optional, based on local policy. In this step the user will process a contract change in accordance with CONTRACT CHANGE PROCESSING BELOW.

4. This step is optional, based on local policy. In this step the user would issue a notice of award with revised pricing by printing the notice of award with KONT and the CHANGE (C) Function, and status code 535 (See Section 11, Chapter 2 - Contract Notice Of Award Processing).

5. This step is optional, based on local policy. In this step the user may re-print the contract reflecting revised pricing with use of KONT and the CHANGE (C) Function, and status code 545 (See Section 11, Chapter 2 - Contract Print).

PROCESSING OPTIONS (MULTIPLE CONTRACT LINE PRICE ADJUSTMENT)



NARRATIVE

STEP	DESCRIPTION

PROCESSING OPTIONS (MULTIPLE CONTRACT LINE PRICE ADJUSTMENT)

1. In this step the user will prepare the contract for price adjustment for a multi-year contract by using KON3 and the CHANGE (C) Function (See Section 11, Chapter 2 - Multi-Year Contract Processing). Contract Status must be **501**.

2. In this step the user will identify the contract for price adjustment with KON3 and the CHANGE (C) Function, and status code 570 (See Section 11, Chapter 2 - Multi-Year Contract Processing).

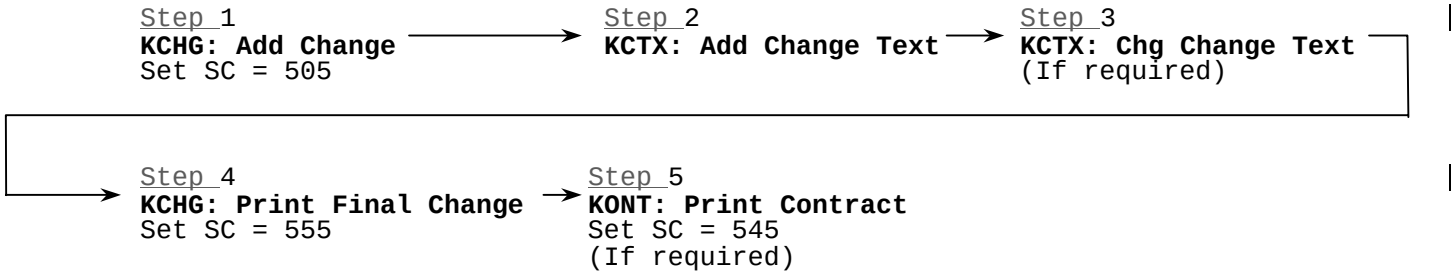
3. This is a nightly batch process and requires no intervention by the user.

4. This step is optional, based on local policy. In this step the user will process a contract change in accordance with CONTRACT CHANGE PROCESSING BELOW.

5. This step is optional, based on local policy. In this step the user would issue a notice of award with revised pricing by printing the notice of award with KONT and the CHANGE (C) Function, and status code 535 (See Section 11, Chapter 2 - Contract Notice Of Award Processing).

6. This step is optional, based on local policy. In this step the user may re-print the contract reflecting revised pricing with use of KONT and the CHANGE (C) Function, and status code 545 (See Section 11, Chapter 2 - Contract Print).

CONTRACT CHANGE PROCESSING

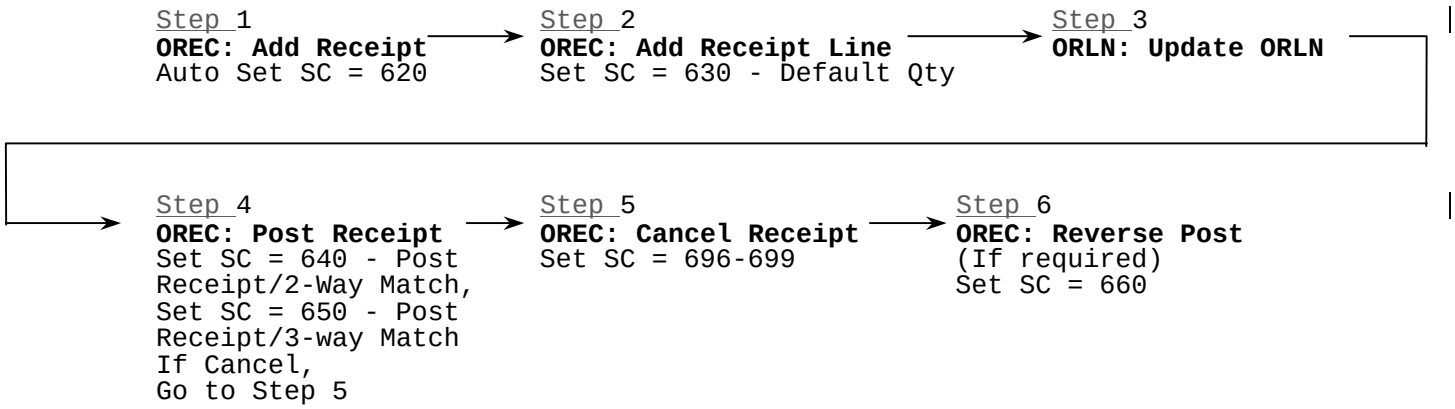


NARRATIVE

STEP	DESCRIPTION
	CONTRACT CHANGE PROCESSING
1.	In this step the user will add the Contract Change Header record with KCHG and the ADD Function (See Section 12, Chapter 2 - Add/Change Contract Change Records).
2.	In the step the user will enter contract change text describing the change with KCTX and the CHANGE (C or CHG) Function (See Section 12, Chapter 2 - Add/Change Contract Change Text Records).
3.	In the step the user may change the contract change text describing the change with KCTX and the CHANGE (C or CHG) Function (See Section 12, Chapter 2 - Add/Change Contract Change Text Records).
4.	In this step the user may print a final of the contract change to issue the change with KCHG, the CHANGE (C) Function, and status code 555 (See Section 12, Chapter 2 - Contract Change Print).
5.	This step is optional, based on local policy. In this step the user may re-print the contract reflecting revised pricing, if affected, with use of KONT and the CHANGE (C) Function, and status code 545 (See Section 11, Chapter 2 - Contract Print or Section 20, Chapter 2 - Contract Print).

RECEIPT, INVOICE AND PAYMENT PROCESSING

RECEIPT PROCESSING



NARRATIVE

STEP	DESCRIPTION

RECEIPT PROCESSING

1. In this step the user may add the Receipt Header record with OREC and the ADD Function (See Section 10, Chapter 2 - Order Receipt Processing). Status on ADD defaults to 620, which requires the user to add the ORLN record(s). If the user wants the ORLN (Order Receipt Line) defaulted to the order quantity and unit price, skip to step 2.

2. In this step the user adds the receipt line record(s) with OREC and the ADD Function, and status code 630 (See Section 10, Chapter 2 - Order Receipt Processing). This will add the ORLN (Order Receipt Line) defaulted to order quantity and unit price.

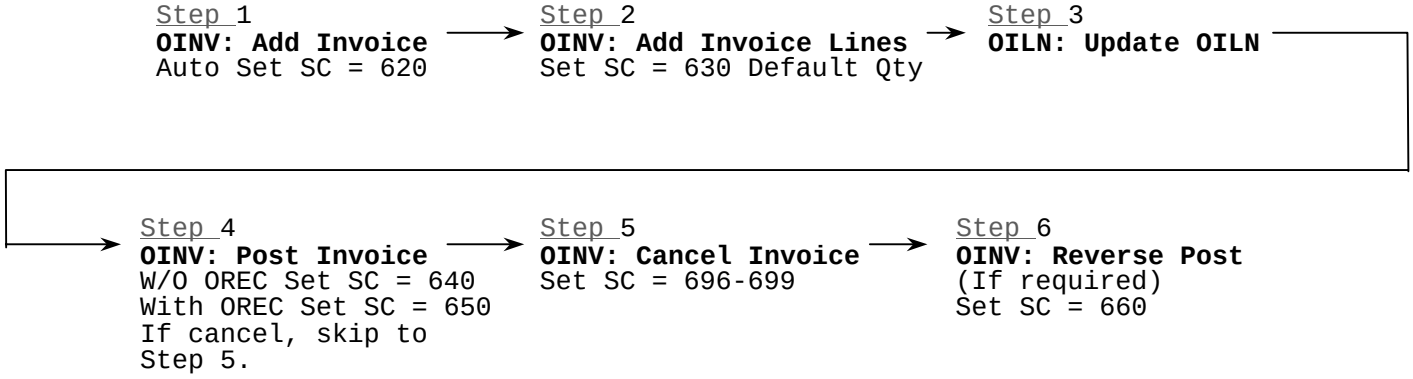
3. In this step the user will update the ORLN record to reflect quantity received with ORLN and the CHANGE (C) Function (See Section 10, Chapter 2 - Order Receipt Processing).

4. In this step the user will post the order receipt records with OREC, the CHANGE (C) Function, and status code 640 or 650 (See Section 10, Chapter 2 - Order Receipt Processing).

5. In this step the user may cancel the order receipt record prior to posting with OREC, the CHANGE (C) Function, and status code 696-699 (See Section 10, Chapter 2 - Order Receipt Processing).

6. In this step the user may reverse post a previously posted receipt with OREC, the CHANGE (C) Function, and status code 660 (See Section 10, Chapter 2 - Order Receipt Processing). The quantity being reversed must be equal to or less than a difference of quantity received less quantity invoiced.

INVOICE PROCESSING



NARRATIVE

STEP DESCRIPTION

INVOICE PROCESSING

1. In this step the user may add the Invoice Header record with OINV and the ADD Function (See Section 10, Chapter 2 - Order Invoice Processing). Status on ADD defaults to 620. If the user wants the OILN (Order Invoice Line) defaulted to order quantity and unit price, skip to step 2.

2. In this step the user adds the invoice line record(s) with OINV and the ADD Function, and status code 630 (See Section 10, Chapter 2 - Order Invoice Processing). This will add the OILN (Order Invoice Line) defaulted to order quantity and unit price.

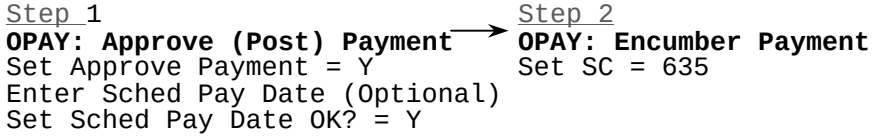
3. In this step the user will update the OILN record to reflect quantity invoiced with OILN and the CHANGE (C) Function (See Section 10, Chapter 2 - Order Invoice Processing).

4. In this step the user will post the order invoice records with OINV and the CHANGE (C) Function, and status code 640 or 650 (See Section 10, Chapter 2 - Order Invoice Processing). 640 may be used if order receipt is not present, must be used if order document type is BPM or BPV. 640 All-In-One processing will post the invoice, create required and posted receipt records (OREC/ORLN) and the payment record (OPAY/OPLN) ready for approval/processing.

5. In this step the user may cancel the order invoice record prior to posting with OINV and the CHANGE (C) Function, and status code 696-699 (See Section 10, Chapter 2 - Order Invoice Processing).

6. In this step the user may reverse post a previously posted invoice with OINV and the CHANGE (C) Function, and status code 660 (See Section 10, Chapter 2 - Order Invoice Processing). The quantity being reversed must be equal to or less than quantity invoiced.

PAYMENT PROCESSING



NARRATIVE

STEP DESCRIPTION

PAYMENT PROCESSING

1. In this step the user is approving the order payment record with OPAY and the CHANGE (C) Function (See Section 10, Chapter 2 - Order Payment).

2. In this step the user is encumbering (processing to accounting) the order payment record with OPAY and the CHANGE (C) Function (See Section 10, Chapter 2 - Order Payment).